

Executive Registry

0-5651

Chief, Fiscal Branch
Chief, Confidential Funds Branch
Acting Chief, Budget Branch

27 July 1949

Budget Office Security Officer

Administrative Instruction [redacted] dated 20 July 1949

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1. It is desired that appropriate officials of the several activities of the Budget Office study the provisions of Administrative Instruction [redacted] as revised, with the view in mind of submitting suggestions, comments or questions relative to the various security matters covered. It is planned to hold a meeting in approximately two weeks, of the Branch Chiefs, regarding the basic physical security program now being followed by members of the Budget Office.

2. It appears particularly desirable that all members of your office be contacted in connection with a review of Administrative Instruction [redacted] for the purpose of ascertaining if they have any suggestions with respect to internal procedures and operations insofar as security measures are concerned, and whether or not some suggestions may be worthy of submission to Agency officials who are concerned with security policy measures.

3. It is requested that each Branch Chief advise the undersigned as to the name of the individual who will be responsible to the Budget Office Security Officer for following through and otherwise handling, where necessary, Branch security problems. If the Branch Chief desires to retain this authority, an Alternate should be designated so that the undersigned will be in a position to satisfactorily conduct the program in the absence of the Branch Chief.

4. Pending the meeting pertaining to security matters referred to in Paragraph 1 above, kindly refer any questions to the Budget Office Security Officer if they are of immediate concern.

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cc: Executive ✓
Chief, I&S
NEW dhl

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